

**NOTE:** All requirements for repairs, services, and tasks not requiring planning should be submitted in the facilities work request system (ARCHIBUS) as a facilities repair & service request (FRSR). All emergency or urgent issues that could affect the health and safety of campus occupants are to be called in immediately to campus security at ext. 4444.

**Check all applicable facility alteration and/or improvement request types:**

**FURNITURE & EQUIPMENT**

- Purchase New Furniture
- Furniture Relocation / Rearrangement / Removal
- New Equipment / Fixture Installation
- Equipment / Fixture Relocation

**SIGNAGE**

- Nameplate (Name and / or Position)
- Interior Signage (Directory / Information)
- Exterior Signage

**SPACE PLANNING**

- New Personnel Space Requirement
- Additional Space Requirement (Non-Personnel)

**FACILITY MINOR CONSTRUCTION**

- Interior Building Renovation / Modernization
- Site or Exterior Building Renovation / Modernization

**DESCRIPTION OF FACILITY ALTERATION AND/OR IMPROVEMENT:**

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\_\_\_\_\_

\_\_\_\_\_

**LOCATION SITE:** \_\_\_\_\_ **BUILDING / AREA:** \_\_\_\_\_ **ROOM #:** \_\_\_\_\_

**JUSTIFICATION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_

Requesting department must fund costs unless notified otherwise by Facilities Services.

**REQUEST BUDGETARY COST ESTIMATE ONLY (Funding Source Not Required)**

**PRIMARY CONTACT FOR COORDINATION OF REQUEST REQUIREMENTS:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Phone Extension / Other Contact Information

**APPROVAL BY DEAN / DIRECTOR / ADMINISTRATOR:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**\* SUBMIT COMPLETED AND SIGNED FACILITIES ACCESS REQUEST VIA FACILITIES SERVICES REQUEST SYSTEM**